

MARIE FLECHE MEMORIAL LIBRARY
49 S. WHITE HORSE PIKE – BERLIN N.J. 08009
MONTHLY MEETING MINUTES OF BOARD OF TRUSTEES
TUESDAY, DECEMBER 12, 2023

MEETING CALLED TO ORDER by Board President Nancy Grover at 7:00 p.m.

FLAG SALUTE

SUNSHINE NOTICE: Adequate notice of this meeting has been given in accordance with the Open Public Meeting Act, Pursuant to Public Law 1975, Chapter 231. Said notice has been given to the Berlin Sun and the Camden Courier Post Newspaper. It has been posted on the MFML Bulletin Board and the website of the Marie Fleche Memorial Library showing the date, place, and time of said meeting.

ROLL CALL: Nancy Grover (Present), Millard Wilkinson, Jr. (Present), Mary Kristen Albertson (Present), Deanna Schuenemann (Present), Corinne Dowdell (Not Present), Cecilia Kuns (Present), Mayor Rick Miller (Not Present), BCS Alternate Shaitra Flores (Not Present)

ALSO, PRESENT: Library Director Christine Flynn and library staff Betty Velie, Friends' President Gail Mottershead and Alice Malloy from OLMC

APPROVAL OF MINUTES for the Board Meeting held on November 14, 2023. Motion to approve the November 14, 2023 minutes as per email distribution made by Deanna Schuenemann and seconded by Cecilia Kuns. All in favor, motion approved.

REPORT OF FRIENDS: Gail said the Friends had a luncheon at the railroad station on November 18th and a presentation on aprons was given. After the holidays, the next meeting will focus on assigning new officers and planning for the Mothers' Day Tea. The money raised by the Friends this year may be used to pay for new window treatments in the library.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: Alice provided a brief update for OLMC. Enrollment is stable and the new Student Council was installed in November. There are several service projects currently underway such as the St. Vincent de Paul Food Pantry drive, a toy drive for local domestic violence shelters, a PJ Day to benefit CHOP, and the annual "sock snowball fight" with the socks being donated to local area homeless shelters. Boys' basketball has kicked off their season while the Lego and Scrabble clubs are on hiatus until the new year. Friday is the Christmas band and handbells concert. "Lessons and Carols" is on Thursday, Dec. 21st, and the last day of school before Christmas break is Friday, Dec. 22nd.

Shaitra provided an update for BCS via email which Mary Kristen read for the meeting. The BCS Band performed at the library's Open House on Dec. 3rd and their Winter Holiday concert was on Dec. 7th in the school's gymnasium. Finally, the BCS choir will be performing their holiday concert this Thursday, Dec. 14th.

TREASURER'S REPORT: Corinne Dowdell, Treasurer (Please see Attachment A): Nov. 2023

The balance as of 11/30/23 is as follows:

MFML Operating/Checking Account: \$110,768.97

MFML Payroll Account: \$4,703.22

Capital Reserve Account: \$19,140.36
Total: \$134,612.55

There were three payrolls last month. The second page of the report in the last column shows the outstanding checks including the electronic payments that total \$14,632.43. Motion to receive and approve the Treasurer's Report was made by Deanna Schuenemann and seconded by Millard Wilkinson. All in favor, motion approved.

FINANCIAL REPORT: Director, Christine Flynn (Please see Attachment B): Nov. 2023 Report
Receipts for Nov. 2023: \$26,480.84
Disbursements for Nov. 2023: \$11,381.17
Total YTD Budget Expenses: \$21,032.43

Director Flynn reviewed the November bill list which shows the three payrolls. Two bills that were prepaid were for Modernfolds Style, which is half of the payment for the new room divider in the Children's Room, and All Out LLC for a new water heater in the hotel/library. The other big expense was CMC Energy Services for \$7,278.11 for the balance of the expense for the new heating system in the hotel. Tri-State Fire Protection is for the repair of deficient items cited in the fire inspection. The second page of the report shows that we are running under budget by line item year-to-date. Hearing no additional questions or further discussion, motion to receive and approve the Director's Financial Report made by Cecilia Kuns and seconded by Deanna Schuenemann. All in favor, motion approved.

DIRECTOR AND COMMITTEE REPORTS: Director Flynn (Please see Attachment B)

Buildings & Grounds Committee

Door in Hotel – Our new door is in, and it is tentatively scheduled to be installed next Monday, Dec. 18th. DPW will paint it as the door comes in white only. Nancy suggested getting a mechanism to close the door so that it shuts behind people, and DPW may be able to help.

Room Divider – We pre-paid half the cost. There are a few fabric samples, and the board will select one tonight.

Carpet – Christine received an estimate for both the carpet and shelves in the Children's Room, and she provided copies of this estimate to the board for review. The price for the carpet appears to be very reasonable as they have to remove all the old carpet and also move the furniture. Board members then looked at carpet samples. Motion to approve Metropolitan Carpets to install new carpet in the Children's Room not to exceed \$15K made by Mary Kristen Albertson and seconded by Millard Wilkinson. All in favor, motion carried.

Shelves – The shelving cost is priced in two parts. The shelves are metal as is recommended for a children's room, and the total cost is \$28,527.83. The second page is for all the end panels and canopies which total \$19,208.82. Motion to approve new shelves and end panels not to exceed \$50K made by Deanna Schuenemann and seconded by Millard Wilkinson. All in favor, motion approved.

Finance Committee

Budget 2024 – We will officially approve the new budget at our January meeting. Employee salaries will be increased, and the director will make sure all the line items on the preliminary budget, which was previously reviewed, match up.

Rollover Capital Plan – There was discussion earlier in the meeting about rolling over \$60K from our capital expenses to cover the cost of the improvements in the Children's Room.

OLD BUSINESS: There was no old business presented at tonight's meeting.

NEW BUSINESS: Acknowledgment for the Courier Post delivery person was discussed. The board approved a \$50 Wawa gift card for the driver of the Courier Post, as well as a \$50 gift card to library volunteer Vicki DiSalvio and \$25 for the people who volunteer at the library on Saturdays. The Director will use petty cash for these gifts.

PRIVILEGE OF THE FLOOR: The privilege of the floor was opened by Deanna Schuenemann and seconded by Cecilia Kuns. All in favor, motion carried. Betty said the GBBPA's annual "Meet and Greet" will be held at Ollie Gator's on Jan. 31st. There will be no event at Lucien's since Fall Fest did not occur this year. Motion to close the privilege of the floor made by Mary Kristen Albertson and seconded by Deanna Schuenemann. All in favor, motion carried.

MOTION TO ADJOURN the meeting was made by Cecilia Kuns and seconded by Deanna Schuenemann at 7:43 p.m. There was no further discussion at this time. All in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING IS OUR REORGANIZATION MEETING ON
JANUARY 9, 2023 at 7:00 P.M.

TRUSTEES: PLEASE CALL NANCY GROVER OR THE DIRECTOR TO CONFIRM IF YOU
WILL BE ATTENDING THE NEXT MEETING.

Respectfully submitted,

Mary Kristen Albertson
Secretary of the Trustees